

## Relevant Legislation

*Gas Appliances (Safety) Regulations 1992*  
*Gas Safety (Installation and Use) Regulations 1998*

## General

Most buildings have access to a gas supply which is either fed from the mains or bottled. The effects of misuse or neglect of gas systems can be extremely serious. It is, therefore, particularly important for managers to consider potential risks when dealing with the gas installation and gas fuelled equipment.

The risks associated with the use of gas are:

- Fire.
- Explosion.
- exposure to the by-products of combustion, such as carbon monoxide.

The main requirements of the above regulations, which require direct action by the County Council, are:

- to design gas installations safely and with a view to anticipated use.
- to maintain gas installations in a safe condition.
- to have an annual safety check on fixed gas appliances.
- only to allow approved fitters (those who are on the Gas Safe Register) to work on gas installations.

Other requirements which the County Council's approved contractors must comply with are:

- to supply gas equipment which complies with current manufacturers' standards.
- to use safe systems of work when installing and maintaining gas equipment.

## Inspection

The County Council is responsible for maintaining all fixed gas appliances within its premises. These should be inspected by competent, approved gas engineers (those who are on the Gas Safe Register) on a 12 monthly basis. This is organised by Property Services in most cases. If individual establishments have equipment which is not included in the inspection schedule, for example, if they have delegated responsibility for it, then they must make their own arrangements.

Although portable gas appliances such as butane gas heaters are not covered by

specific gas regulations, arrangements should be put into place to check these appliances routinely.

## Building Works

When works are commissioned and these may affect the gas installation it is a requirement that building contractors make arrangements to identify the location of pipelines and appliances. If necessary, approved contractors (those who are on the Gas Safe Register) should be engaged to take appropriate action, such as removing pipes. Specific precautions are required for this work due to the dangers of working near underground services.

In the majority of cases, repair work and building works are commissioned centrally via the Property Services Help Desk at County Hall. Property Services will always utilise approved contractors. They will also be in a better position to provide the necessary drawings, and any other information required, to the contractor. On completion of new works or modifications to gas installations a commissioning certificate will be requested from the gas contractor to be kept on the premises Health and Safety file. A copy of this certificate will be left for the occupier of the site when the work is completed.

## Landlord's Responsibilities

Officers with Landlord responsibilities for living accommodation which is let to individuals as part of a tenancy agreement have additional responsibilities relating to the gas installation and the information which must be provided to their tenants.

The officer acting in this capacity will be responsible for passing such information to tenants.

## Checklist for Occupiers of Premises:

- Do not locate the following in basements:
  - A gas storage tank/vessel.
  - An appliance fuelled by LPG which has an automatic ignition device or pilot light.
- Never allow anyone to interfere with gas equipment, installations or storage vessels and thereby cause a danger to other persons.

- Never allow anyone to interfere with electrical equipment/earth bonding cables associated with the gas installation and thereby cause danger to other persons.
- Never store combustible materials in any meter box or compound or anywhere above or near fires even if they have guards on them.
- Keep access to the emergency control (such as a gas shut off valve or stop cock) permanently available. Make sure markings and information on gas pipes and appliances are recognisable and a key or lever is attached to the valve spindle.
- When installations have been completed, no changes should be made to the permanent ventilation arrangements in buildings unless a competent engineer has been consulted. Ensure all ceiling voids and duct risers are adequately ventilated.
- Make sure that the information provided by installers of equipment is kept available.
- Make sure employees are informed of the emergency procedures to deal with gas incidents through appropriate signs and that they know the locations of emergency controls.

## Individual Responsibilities

It is important to remember that no-one should use a gas appliance if they have reason to suspect that:

- there is an insufficient supply of air for the appliance.
- the removal of products of combustion is not being carried out.
- there is inadequate oxygen for the people in the room.
- there is any gas escaping from the appliance or fittings.
- there is a fault on the appliance making it dangerous.

If any of the above applies the appliance must be labelled unsafe and shut off until further action can be taken. If arrangements to have appliances inspected are made by the occupiers, records should be kept of the date of inspection, defects identified and remedial action taken. A commissioning certificate should be obtained before re-use. One copy should be retained and one should be sent to Property Services for the attention of the Statutory Maintenance Engineer.

No person should carry out any work to a gas installation or equipment unless they are competent, have been authorised to do so and are on the GAS Safe Register.

Any incident involving a gas leak fire, carbon monoxide poisoning or explosion should be reported to the Health and Safety Team and Property Services

immediately. Some gas incidents may be reportable to the HSE under the Reporting of Injuries, Dangerous Occurrences and Diseases Regulations 1995.

## **Gas Escapes - In the Event of a Leak**

The gas supplier is required to curtail the escape of gas within 12 hours of notification of a leak. The occupier must take all steps to shut down the gas supplies and inform the supplier IMMEDIATELY of the situation. The supply must not be reconnected until all necessary repairs have been undertaken by a competent person. A notice similar to that reproduced on the following page should be in place at the gas meter and may also be used in kitchens, laboratories and other areas to give emergency information.



# GAS

In the event of a gas escape shut off the gas by:

If gas continues to escape, immediately notify the suppliers' emergency gas service on:

**0800 111999**

Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas dispersed.



Do not use naked lights.  
Do not switch the lights, or any other electrical equipment on or off; switches produce sparks that would ignite escaping gas.  
Do not reopen the supply until remedial action has been taken by a competent person to prevent gas escaping again.

## Arrangements within Each Division

In fulfilment of the existing Service Level Agreement, Property Services will co-ordinate any actions required when implementing this section of the policy.

Should a Manager of any establishment have concerns regarding the inspection and/or maintenance of the fixed gas installations within their premises they should contact the Property Services Help Desk on 01670 622339 or by [clicking here](#).

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**The Corporate Health and Safety Team is available to provide further guidance and advice on any proposed procedures.**

**Prior to publication/implementation all proposed procedures must be discussed with the lead contact Health and Safety Officer via the appropriate Directorate/Divisional Safety Group. This step is necessary to verify that there is no variance with the legislation on which the policy is based.**